

SECTION 102

BIDDING REQUIREMENTS AND CONDITIONS

I INVITATION FOR BIDS

1. Long Form

PROJECT: Moore's Bridges Water Treatment Plant - Dewatering Facilities

LOCATION: Norfolk, Virginia

CONTACT NAME AND NUMBER: Curt Hauger: (757) 664-6766

The City of Norfolk will receive sealed Bids for the above titled Project at the office of the Department of Utilities, located at 400 Granby Street, 2nd floor, Norfolk, Virginia, 23510, until 2:00 p.m. local time on Thursday, April 26, 2012, at which time the Bids will be publicly opened and read aloud. Any Bids received after the specified time and date will not be considered. The Work under this Project consists of new centrifuge feed pumps and two new Owner-furnished centrifuges, residuals transfer pumps, polymer feed system, sludge thickener improvements, miscellaneous process piping, valves, architectural and structural modifications, instrumentation and electrical improvements will be provided under this Project.

Bid Documents may be examined at the office of the owner located at 400 Granby Street, 2nd floor, Norfolk, VA. The full Invitation For Bids is available at the Department of Utilities (757-664-6701), on the City of Norfolk's web site, http://www.norfolk.gov/Utilities/engineer/current_bids.asp, on the DemandStar web site, <http://www.demandstar.com>, in the local office of Builders and Contractors Exchange, Inc. (757-858-0680) and the Virginia Minority Supplier Development Council (757-823-4587). There will be a **non-refundable** charge of \$50.00 for these documents. **Please make Checks or Money Orders only payable to "Department of Utilities."** Bid Security in the amount of five percent (5%) of the Bid shall be submitted with each Bid. **All bidders must receive original copies of the bid documents directly from the office of the Department of Utilities, 400 Granby Street, 2nd Floor, Norfolk, VA. Requests for Bid Documents to be mailed to non-local Bidders shall be made in writing on company letterhead, accompanied by a shipping account number, check or money order and mailed to: Department of Utilities, 400 Granby Street, 2nd floor, Norfolk, VA 23510, ATTN: Azizi Parker.**

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidders (offerors) are asked, as part of their submission, to describe any planned use of such businesses in fulfilling this contract.

"Bidders must comply with the following: the President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President' Executive Order #12138 and 11625 regarding utilization of MBE/WBE firms; the Civil Rights Act of 1964. Bidders must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin." By execution of the Bid Form and Contract Documents the contractor certifies to the aforementioned requirements.

Each Bid must be submitted on the prescribed Bid Form and accompanied by Bid Security in the

amount of five percent (5%). The Successful Bidder will also be required to furnish the additional bond(s) prescribed in the Bidding Documents.

A **MANDATORY** PREBID CONFERENCE is scheduled for 2:00 p.m. local time, Tuesday, April 10, 2012, at the City of Norfolk's Moores Bridges Water Treatment Plant, 6040 Waterworks Road Norfolk, Virginia 23502. Please be on time. After a brief introduction, all participants are invited to tour the Sludge Thickening Building as well as the Dewatering Building as a continuation of the meeting. All general contractors must contact Keri Cahoon at 757-441-5774 (ext. 222) to provide notification to the City of Norfolk that they plan on attending the mandatory prebid conference. The general contractor shall provide all names of the members of their party that will be attending the mandatory prebid conference. The notifications to the City will be no later than one day prior to the mandatory prebid conference. No site visits are allowed to the project site prior to the mandatory prebid conference. Arrangements to visit the Project Site after the mandatory prebid conference may be made by contacting Billy Branch, at 757-441-5774, ext. 249 (office). **Bidders must be present at the start of the meeting.**

Contractor registration in accordance with Title 2.2 Chapter 43, Code of Virginia is required. The Bidder shall include in its Bid the following notation: "Licensed Virginia Contractor No. _____." **Evidence of a Class A Certificate of Registration must be shown before the bid may be received and considered under a general or sub-contract of \$40,000.00 or more or when the volume of work is \$300,000.00 or more within any given twelve (12) month period. For jobs of at least \$1,500.00 but less than \$40,000.00, bidders are required to show evidence of a Class B Certificate of Registration. Under the aforesaid law, it is a Class I misdemeanor to bid or engage in any work without appropriate Class A or Class B license. The State Registration number must appear on the envelope containing the bid whenever the bid amounts to \$1,500.00 or more.**

Bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission.

Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents. **Procedures for submitting, withdrawing and evaluating Bids and other pertinent information are contained in the Instructions to Bidders. All bids will be evaluated in accordance with the City of Norfolk Procurement Procedures and the City reserves the right to waive informalities and to reject bids. The decision to award will be posed in a designated public area in accordance with Virginia Code 11-66(A).**

All construction contracts must comply with Section 33, 1-58 of the Code of the City of Norfolk, VA 1979, as amended, regarding Substance Abuse and Drug-Free Work Place policy for City Construction Contracts. (See Appendix A)

The Owner reserves the right to waive minor non-substantive errors in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the Owner. The Owner also reserves the right to negotiate with the lowest responsive, responsible Bidder should Bid exceed available funds.

The City of Norfolk does not discriminate in the solicitation or awarding of contracts on the basis of race, religion, faith-based organizations, color, national origin, age, disability or any other basis prohibited by state or federal law.

By: Kenneth R. Turner, P.E.
Engineering Manager